



## **HUMAN RESOURCES DEPARTMENT**

**City of Burlington**

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179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145  
Fax (802) 864-1777  
Vermont Relay: call 711  
or 800-253-0191

**To: City Council**

**From: Julie Hulburd, HR Generalist  
Susan Leonard, Director of Human Resources**

**Date: May 23, 2013**

**Re: Step Placement – Gene Richards, Aviation Director**

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Mayor Weinberger has requested that Gene Richards, appointee for the position of Aviation Director, be considered for placement at Step 2 of the Aviation Director Pay Scale with in the Sadowski Classification System. This request is pursuant to the City of Burlington's Comprehensive Personnel Policy, section 5.4 (a) which states "To the extent that previous relevant experience equals or exceeds the necessary knowledge and skills, job, duties and responsibilities of the positions being sought, those specific and relevant years of experience (less the minimum number of years of experience required in the position description) may be converted to additional steps at a 2:1 ration, up to a maximum of step seven (7)."

The qualifications for the position include; Bachelor's degree in Business Administration, airport administration, public administration or related fields, experience equivalent to education, and a minimum of five years of progressively responsible management experience in executive departmental administration, airport operation financial theory required.

Mr. Richard's resume includes approximately 28 years of experience in finance, banking, management, entrepreneurial experience, and small business ownership. Applying the standard assumption of two years of experience equals one year of higher education, along with the required five years of progressive experience listed above Mr. Richards exceeds the minimum 13 years of experience/education required for the position.

Given Mr. Richard's resume which consists of 15 years of experience beyond the minimum qualifications I respectfully recommend and support of Mayor Weinberger's request for placement at Step 3 of the Aviation Director Pay Scale with in the Sadowski Classification System, equaling an annual FY13 salary of \$106,478.

This step placement for Gene Richards is effective as of the date of his formal appointment by City Council.

Thank you.